Installation Notes

Progress Towards the Profile (PTP)

Version 2

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Introduction

Following the notes in this booklet will enable you to install the new Progress Towards the Profile version of eProfile software and get your children's details into it.

If you have an existing version of the software on your computer the notes will cover how to upgrade it and transfer across your data. You should make sure that all copies of the PTP are upgraded within your setting.

The PTtP Software is a revised version of eProfile which has been written by the same software producer to a specification devised by Birmingham LA.

Please note that some of the references in this document refer to reports that may already exist on your Management Information System if you are currently using eProfile to complete FSP assessment recording.

You are advised to print out a copy of the User Manual in order to help you use this new version. Instructions for printing the User Manual are included in Appendix 3.

What you need to do next

I already have a version of the software on my computer:

- Make a backup of your existing assessments
- Uninstall the current software
- Download and install the new PTP software
- Import your backed up assessments (if any)

I haven't used the PTP software before and it isn't on my computer:

- Download and install the new PTP software

In addition after installing the software you may need to:

- Type in some details about your setting such as name and URN/DCSF number
- Enter the children's details for your current nursery 2009 cohort if you are using the software for the first time or haven't imported them from an earlier backup. Enter the details by typing them in or import all the details in one go from SIMS or CMIS

For detailed instructions on how to perform these tasks please see the corresponding section in these notes.

Warning:

You should ensure that **all copies** of the PTP software are upgraded within your setting eg if you use the software in the classroom and sometimes transfer assessments to an office computer you should make sure both versions are upgraded to version 2 of the software. If this isn't done it can cause problems in the future if you attempt to move assessments between computers and you may lose work.

The software requires each pupil to have a Unique Pupil Number (UPN). **Children's Centres and Community Day Nurseries** who do not allocate UPNs should contact the Assessment Unit for help.

Making a backup of your existing work to move to the new software

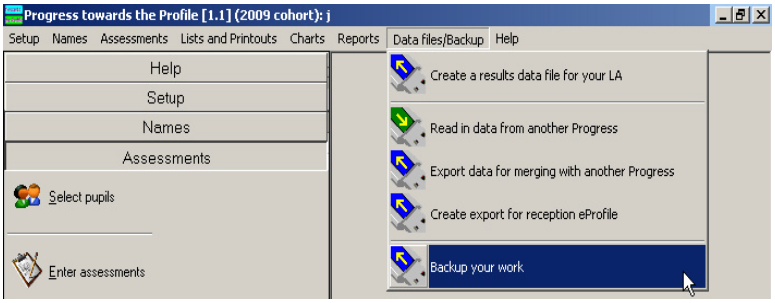
If you used the PTP software in 2008 or have started recording assessments for your 2009 nursery cohort you should make a back up of your data before installing the new version of the software.

If you do not do this you will not be able to access any previous assessments you have recorded in 2008 and will not be able to add to any assessments you have made this year.

If you haven't entered assessments for 2008 or for your current 2009 in the existing PTP software then ignore this section and refer to 'Downloading and Installing the PTP software'.

The PTP software allows you to create backups to a location of your choice e.g. your work folder or a USB stick. You will need to back up the assessments for each year that you want to move to the new software.

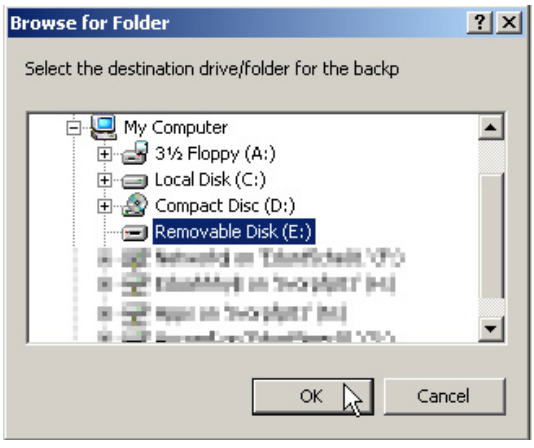
Open the existing PTP software on your computer, selecting the **2009** cohort



Select **Data files/Backup** then **Backup your work**

Browse to your chosen save location (eg your work folder or USB stick), click on it to highlight, then click **OK**

This will create a folder called Progress that contains your **2009** work.

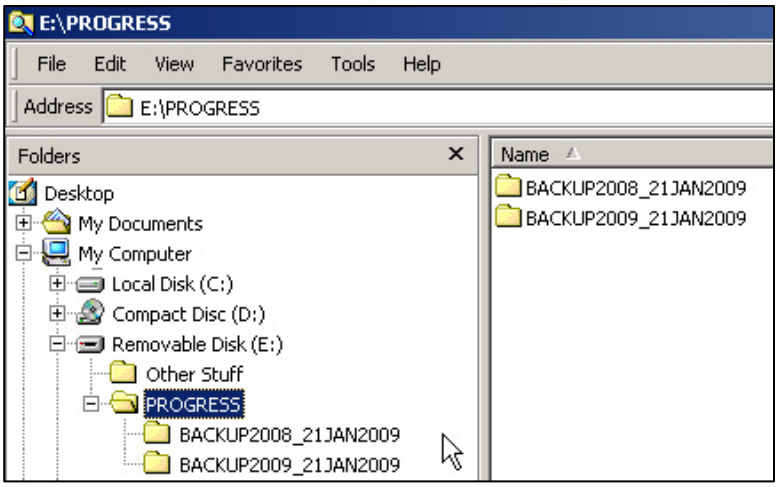


Exit the software and then restart it, selecting **2008** as your cohort on the way in.

Once in, select **Data files/Backup > Backup your work.** Browse to your chosen save location again and click OK.

You have now saved the data for both **2008** and **2009**.

This can be moved into the new version of the software once you have installed it.

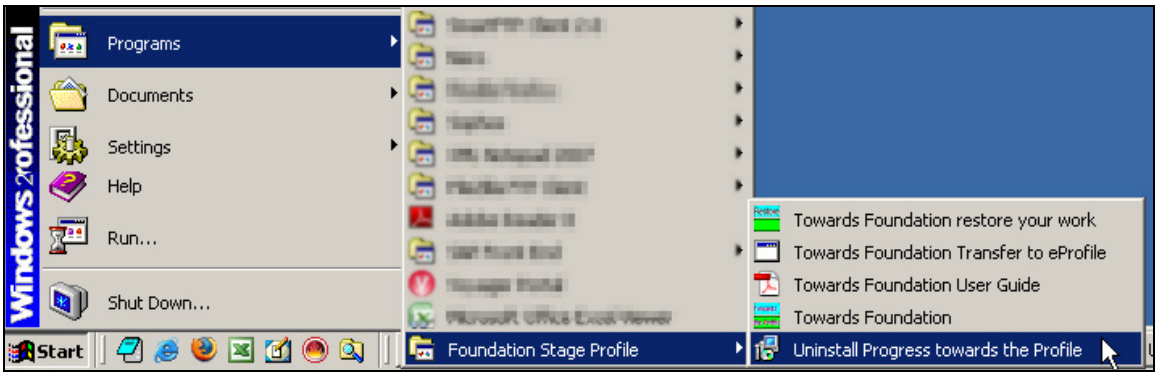


Uninstalling the current software

If you have an existing copy of the Progress Towards the Profile software on your computer you should uninstall it by following the steps below. Make sure you have taken backups of your work as discussed in 'Making a backup of your existing work to move to the new software'.

Close down the PTP software if it is open on your computer.

On your computer click **Start** then **Programs** then **Foundation Stage Profile** and click on **Uninstall Progress towards the Profile.**



Click **Yes** when asked if you are sure you want to remove the software.

Wait for the process to finish and click **OK**.

Downloading and Installing PTP Software

Using Internet Explorer (or another web browser) go to www.link2ict.org and then navigate to Schools, MIS and CMIS *or* SIMS

From the menu on the left, click **Assessment > Nursery > Documents and Files** then click on the link **PTtP Software** in the main page.
Right-click the text "Right-click and select 'Save Target As...' "

From the drop-down menu choose **Save Target As…**

In the **Save In** dialogue box select the C:\Downloads folder on your computer. ***If you do not have a Downloads folder***, right click anywhere in the **Look In** window and select **New** from the dropdown menu. Name the folder **Downloads**. Double click on this new folder name.

Click on **Save**. A File Download window will appear that will indicate the progress of the download. When the download has completed click on the **Close** button.

Right-click on the **Start** button. Click on **Explore**.

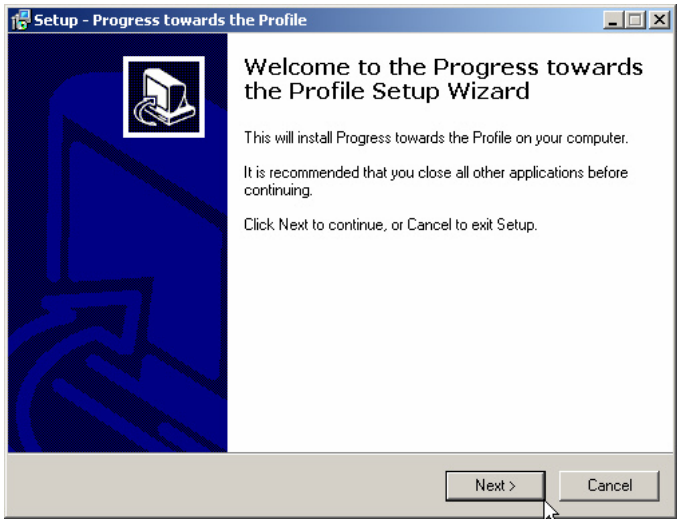
Find the **C:\Downloads** folder into which you saved the program and **double click on the yellow folder** next to the folder name.

Double click on the file **PTTP20.exe**.

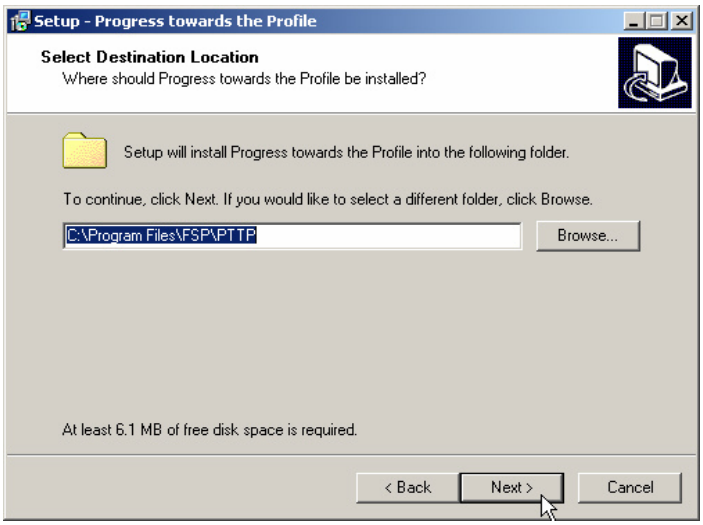
This will start the installation process.

The window illustrated right should appear.

Click on **Next**.


Setup - Progress towards the Profile
Welcome to the Progress towards the Profile Setup Wizard
This will install Progress towards the Profile on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
Next >
Cancel

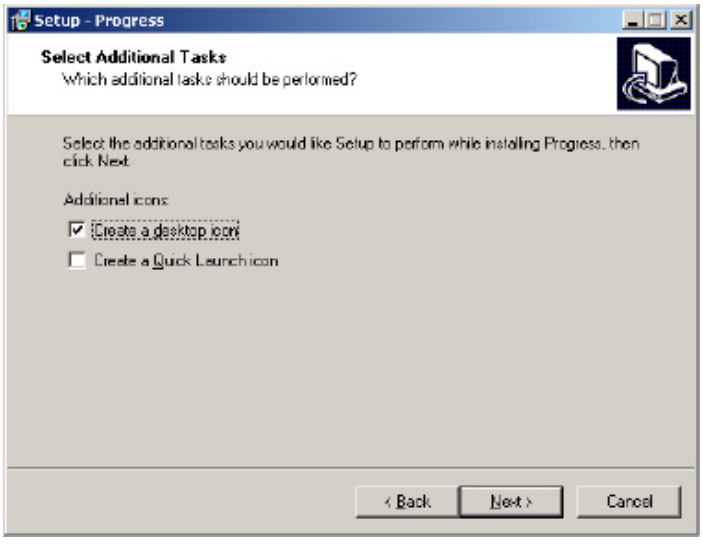
The **Select Destination Location** window appears.


Setup - Progress towards the Profile
Select Destination Location
Where should Progress towards the Profile be installed?
Setup will install Progress towards the Profile into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files\FSP\PTTP
Browse...
At least 6.1 MB of free disk space is required.
< Back
Next >
Cancel

The window shows the default installation folder. **Do not change the default path**, but just click on **Next**.

Please note that this software should be installed on a LOCAL drive and NOT a NETWORK drive.

The next window is **Select Additional Tasks**.

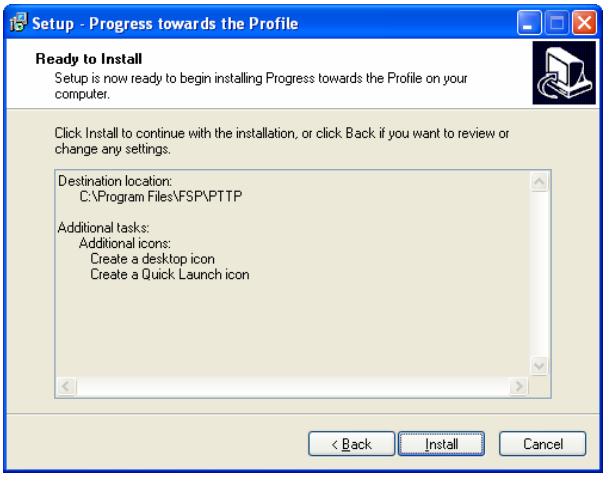

Setup - Progress
Select Additional Tasks
Which additional tasks should be performed?
Select the additional tasks you would like Setup to perform while installing Progress, then click Next.
Additional icons:
Create a desktop icon
Create a Quick Launch icon
< Back
Next >
Cancel

Here you are asked if you want to create a Desktop icon and Quick Launch Icon.

Ensure both checkboxes are ticked.

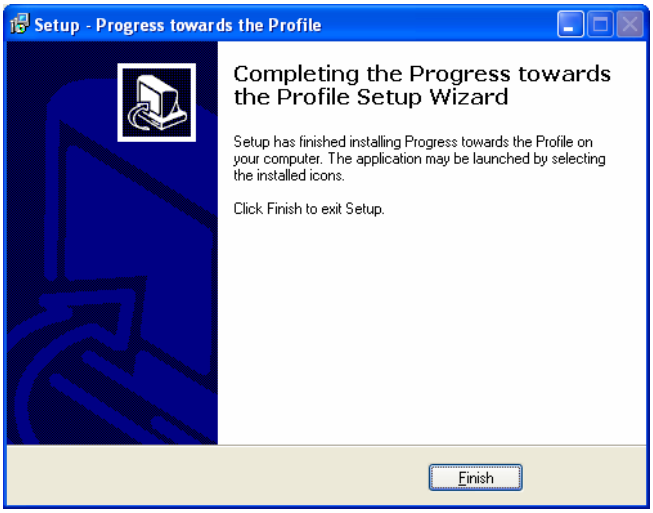
The Quick Launch Icon will be placed on the taskbar at the bottom of the desktop and means the icon will be visible at all times.

Ready to Install.


Setup - Progress towards the Profile
Ready to Install
Setup is now ready to begin installing Progress towards the Profile on your computer.
Click Install to continue with the installation, or click Back if you want to review or change any settings.
Destination location:
C:\Program Files\FSP\PTTP
Additional tasks:
Additional icons:
Create a desktop icon
Create a Quick Launch icon
< Back
Install
Cancel

This window reminds you of the location and other tasks you have requested during the installation process.

Click on **Install**.


Setup - Progress towards the Profile
Completing the Progress towards the Profile Setup Wizard
Setup has finished installing Progress towards the Profile on your computer. The application may be launched by selecting the installed icons.
Click Finish to exit Setup.
Finish

When the installation process has been completed this window will be displayed.

Click on **Finish**.

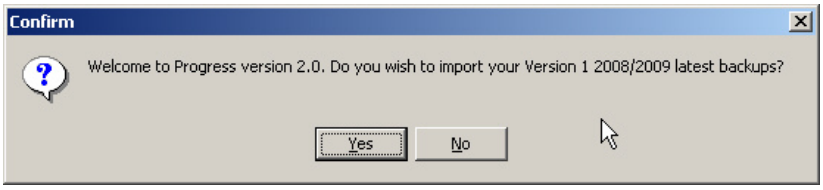
Importing your existing 2008 and 2009 assessments

If you wish to import your 2008 or 2009 assessments recorded in the previous version of the software you should follow these steps. If you don't, you can skip this section.

When you start the software for the first time after upgrading the software, you are given the opportunity to import any 2008 and 2009 data from backups you made earlier.

Launch the PTP if it isn't already open by clicking **Start** then **Programs** then **Foundation Stage Profile** then **Progress Version 2** and click on **Progress.**

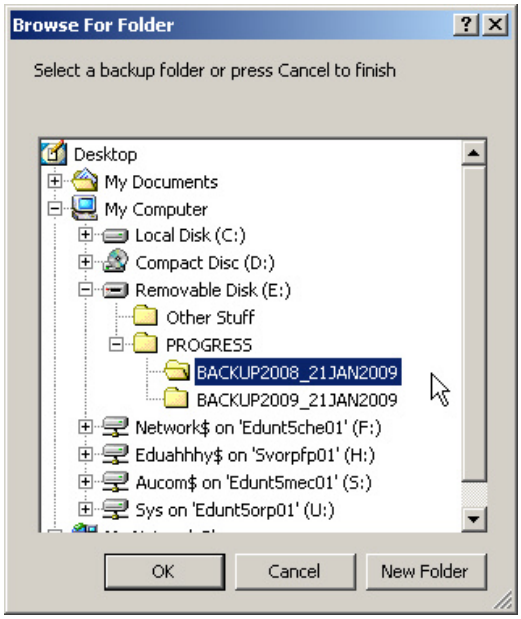
When asked if you wish to import your version 1 2008/9 backups click **Yes.** If you do not wish to carry across any assessments to the new version click **No.**



You will only get this prompt when you start the software for the first time after upgrading. If you do not see it you can still import any previous data using a slightly different method detailed below in the section called **Importing your existing 2008 and 2009 assessments at a later time.**

Browse to the location that you made the backups. You should see a folder named **Progress**. Double click on this folder to see the folders containing the backups you made.

Click on the first folder called something like **BACKUP2008_19JAN2009** then click **OK**.



You should get a message saying that information has been pulled in from your backup. Click **OK** to close this message.

Repeat this step for your 2009 backup by clicking on the folder called something like **BACKUP2009_19JAN2009** and clicking **OK**.

When you have imported data for all the years that you want then click the Cancel button to close the browse window. You are then asked to choose the cohort you wish to work with and can start adding assessments as normal.

Importing your existing 2008 and 2009 assessments at a later time

When you use the software for the first time you are given the option to import 2008 and 2009 assessments (see above). If you chose not to at that point, but still wish to import the data, then follow these steps.

You should follow this process soon after installing the new version of the software as it will overwrite any assessments in the new version of the software.

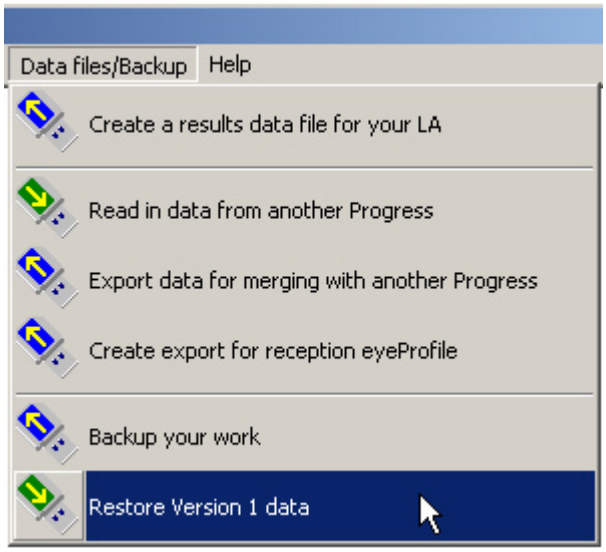
Open up the PTP software. If prompted, type in your school details, enter the password and select the 2009 cohort. For more help see section 'Using the Software for the first time'.

From within the software:

Select **Data files/Backup > Restore Version 1 data**

Click **OK** at the warning

Browse to the location that you made the backups. You should see a folder named **Progress**. Double click on this folder to see the folders containing the backups you made.


Data files/Backup
Help
Create a results data file for your LA
Read in data from another Progress
Export data for merging with another Progress
Create export for reception eyeProfile
Backup your work
Restore Version 1 data

Click on the first folder called something like **BACKUP2008_19JAN2009** then click **OK**.

You should get a message saying that information has been pulled in from your backup. Click **OK** to close this message.

Select **Data files/Backup > Restore Version 1 data** again and repeat these steps for your 2009 backup.

The software will ask you to restart when you import assessments for the cohort currently selected in the software. Simply reopen the software and continue.

Note:

The restore facility is only to be used for copying assessments from version 1 of the software to version 2.

This will generally be done straight after you have installed it and have assessments you would like to keep.

Do not use the restore function at any other time as you may overwrite your work.

If you want to move classes or children between copies of the PTP *of the same version*, eg because a child has moved classes or you are combining classes on to one copy, you can use the options to 'read in data from another progress' or 'export data for merging with another progress'.

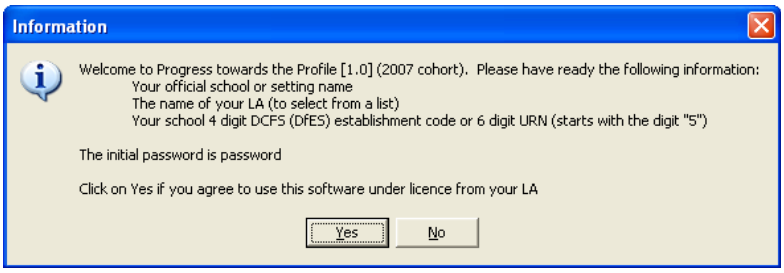
Using the software for the first time

When you use the PTP software for the first time you will be asked for some details about your setting.

If you have imported assessments from an earlier copy of the PTP you may not need to enter these details again.

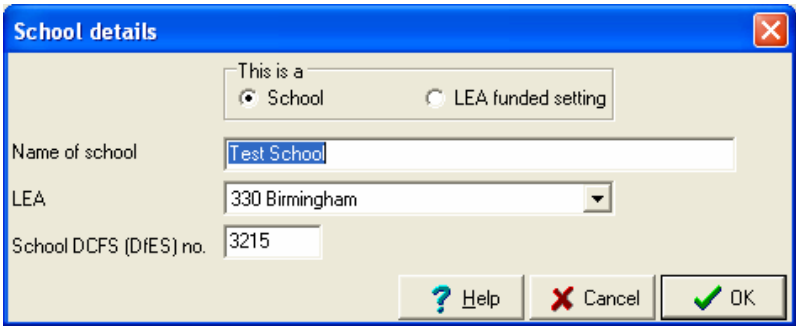
The settings you enter can be easily changed at any time within the software.

You may get a welcome message shown here,


Information
Welcome to Progress towards the Profile [1.0] (2007 cohort). Please have ready the following information:
Your official school or setting name
The name of your LA (to select from a list)
Your school 4 digit DCFS (DfES) establishment code or 6 digit URN (starts with the digit "5")
The initial password is password
Click on Yes if you agree to use this software under licence from your LA
Yes
No

.

Click on '**Yes**' to use the software. You will then be prompted to enter your correct school name, LA name and 4digit DCSF number.

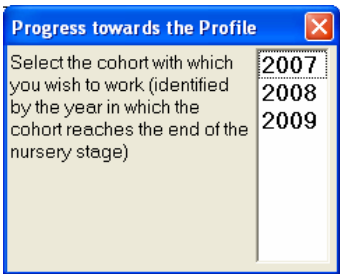


Please ensure that School is selected and then enter the details required.
Once this is done you will be prompted for the password.

The default password is '**password**'

You will then need to select the correct cohort.

In the Academic Year 2008/2009 please select 2009


Progress towards the Profile
Select the cohort with which you wish to work (identified by the year in which the cohort reaches the end of the nursery stage)
2007
2008
2009

You now need to add the nursery children, these can be directly entered into PTP or can be imported from your MIS by following the notes for either CMIS or SIMS.

Using PTP with SIMS.net Management Information System

If you are using SIMS .net you should first download the report that you will need to run to extract pupil names from your SIMS .net management system. This download file is available at http://www.services.bgfl.org/page_82.cfm?s=54&m=3686&p=2729,index

Click on the link "SIMS PTP extract report: 29/01/08" to display the details.

Right click on the **PTP Extract Report** title, then select '**Save Target As**'

Navigate to **C:\Program Files\SIMS\SIMS .net**, then click on **Save**.

The file is called **PTPPupilExtract2007.RptDef**.

Before extracting any data it is necessary to check that all pupils have a UPN and postcode.

To extract pupil data from SIMS .net it is necessary to run the report downloaded from the web site. This report should first be imported into SIMS .net using the notes in Appendix 1.

Once the report is available in SIMS .net it should be run.

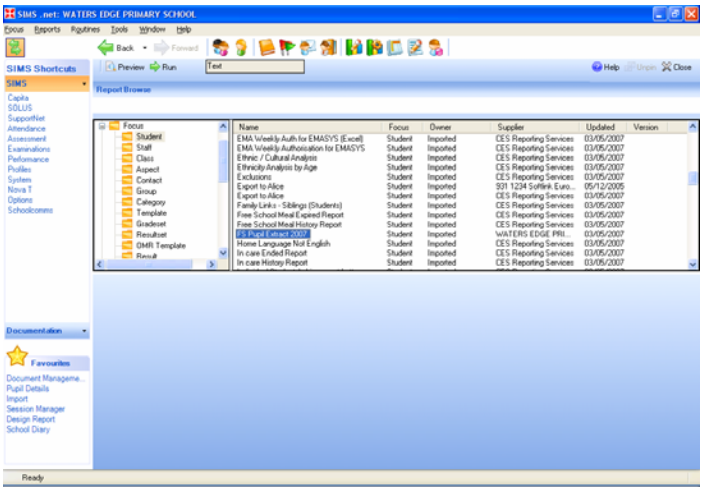
Click on **Reports**.

Double-click on **Focus**.

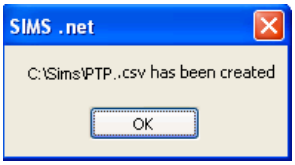
Double-click on **Student**.

Scroll down until you find the report called **PTP Pupil Extract 2007**.

Double click on the report name and the report will run automatically.



When the report has produced the output file you will see a success message.



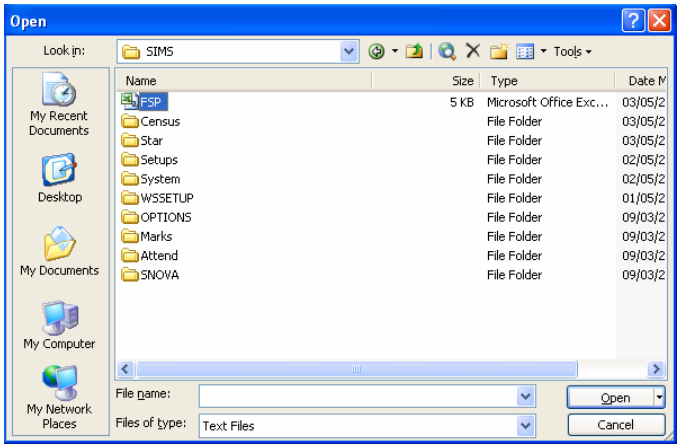
The data produced should be exported into a file called **C:\SIMS\PTP.csv**. This is a text file, but the CSV extension means that data items are separated by commas.

Click on **OK**.

Unfortunately the format of the date of birth as extracted by SIMS is not in the right format for the PTP software so it is necessary to modify the format as follows:

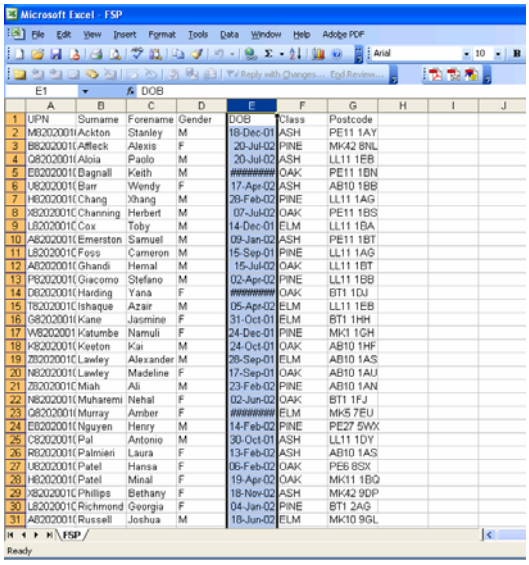
Load **Microsoft Excel**.

Load the data file you just saved (C:\SIMS\PTP.csv). In order to enable the file to display in the list of files you will need to change the **File of Type** (at the bottom of the dialogue box) to **Text Files.** Highlight **PTP** and click on **Open**.



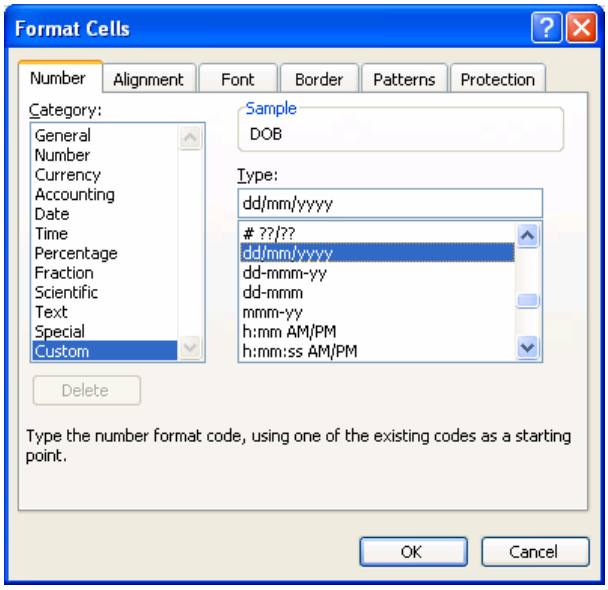
Click on the letter **E** at the top of the DOB column. The whole column should then be highlighted (as shown right).

Move the cursor over the highlighted column and the cursor should change to a white cross.



Right-click anywhere in the highlighted column and select **Format Cells**.

Click on **Custom**. In the Type column find the format **dd/mm/yyyy** and highlight this setting. If this format does not exist type in dd/mm/yyyy in the editing box, which is located immediately under the heading Type.



Click on **OK**.

Click on **File**. Click on **Exit**.

You will be asked if you want to save the changes you have made. Click on **Yes**. Do not change the file location, just click on **Save**. When asked if you want to replace the existing file, click on **Yes**.

A pop-up window warns about compatibility issues – just click on **YES**.

PLEASE NOTE THAT YOU WILL ONLY BE ABLE TO EXPORT THE NAMES DETAILS FROM SIMS IF YOU CURRENTLY STORE THE DETAILS OF YOUR NURSERY PUPILS IN THE SYSTEM.

Using PTP with Facility (CMIS) Management Information System

If you are using FACILITY CMIS software you should first download the report you will need to extract pupil names from the system. The download file is available at http://www.link2ict.org and then navigate to Schools, MIS and CMIS

The file is called PTPdata.rp and **MUST** be saved to c:\Admin.

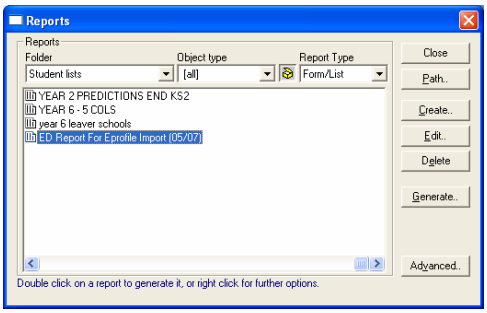
From the menu on the left, click Assessment > Nursery > Documents and Files
Next, click on PTtP Report: 11/01/08

Move the mouse pointer over the heading PTPdata, right-click and select **Save Target As from** the dropdown menu**.**

In the **Save In** dialogue select the **C:\Admin** folder and click on **Save**.

To extract pupil data from CMIS it is necessary to run the report downloaded from the web site. This report should first be imported into CMIS using the notes in Appendix 2.

Once the report is available in CMIS it should be run.



Click on **Reports** on the top menu bar.

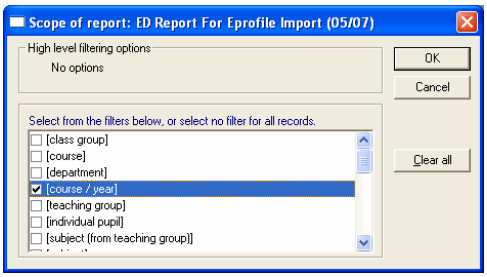
Click on **Reports** from the drop-down menu.

In the window that opens double click on the yellow folder called **Pupil Lists** (or Student Lists in some schools).

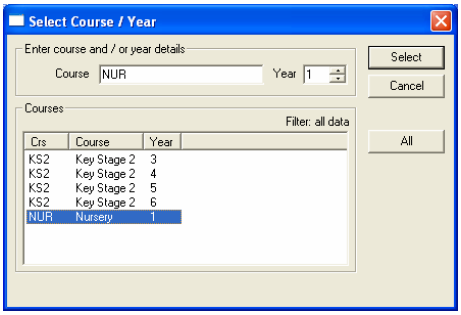
This is the folder where the report you have imported is stored. The report is called **PTPData**.

Highlight the report name and click on **Generate**.

When the Scope of Report window appears click in the tick box next to **Course/Year**. Ensure that **Exclude** is selected if **Those left** is an option at the top of the window (this does not appear in all schools). Click **OK**.



From the Select Course/Year window choose **Nursery** and click on **Select**.

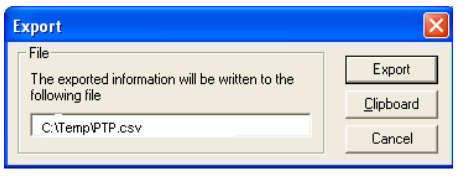


Click on **OK** in the next window.

The list of pupils in the Foundation Stage will appear on screen in class order. Check that every pupil has a complete set of data, including a UPN and postcode before exporting the data.

If everything is complete right-click anywhere in the list and select **Exporting** from the pop-up menu and then **Export**.

In the empty box type **C:\TEMP\PTP.CSV**



Click on the **Export** button.

PLEASE NOTE THAT YOU WILL ONLY BE ABLE TO EXPORT THE NAMES DETAILS FROM CMIS IF YOU CURRENTLY STORE THE DETAILS OF YOUR NURSERY PUPILS IN THE SYSTEM.

Importing Extracted Pupil Data into PTP

Now that the required data has been exported from SIMS or CMIS and saved into the file fsp.csv it can be imported into the PTP software. From the desktop either click once on the PTP icon on the quick launch taskbar at the bottom of the screen or double-click on the PTP icon on the desktop.

Select **2009** from the cohort list.

Enter the password and click on **Enter**. If you make a mistake whilst entering the password, but fail to correct the error and click on Enter, the program will stop running and drop back to the desktop.

Click on **Names** on the left-hand side of the screen.

Click on **Import Names** from the menu list that appears, then **OK** on the pop-up window that appears.

Change the Files of Type from CTF to **Text or CSV**.

Browse through the folders to the location you used to store the fsp.csv file you have created.

Highlight the file name and click on **Open**.

There are no message to say that the data has been imported correctly. To check data, select Edit Pupil Details from the menu on the left. This will enable you to go through each pupil and check that the data is correct, as well as assign any groupings you want to use in the Groups options.

If you close the software down it will ask if you want to make a backup. It is advisable to do so. It will not overwrite the previous backup taken today as you will be using a different cohort.

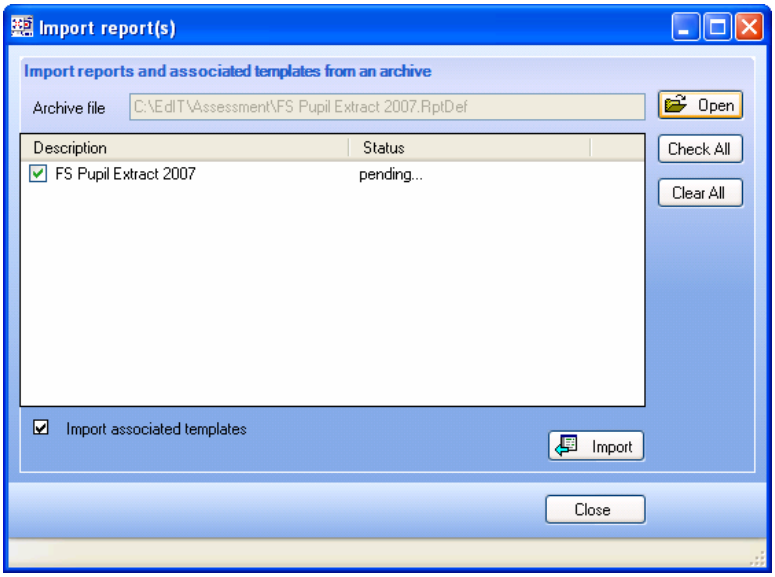
Appendix 1

Importing A Report Into SIMS .net

1. Select **Reports** then **Import** to open the Import report(s) dialogue.

2. Click the **Open** button to open the Select the report file to Import dialogue.

3. Navigate to the folder containing the file called
PTP Pupil Extract 2007.RptDef. This should be
C:\Program Files\SIMS\SIMS .net



4. Click the **Open** button to return to the Import report(s) dialogue.

5. The status of the selected report should be ***Pending*** and there should be a tick in the checkbox.

6. Click the **Import** button to complete the import process.

7. When the status changes to **Imported** click the **Close** button.

Appendix 2

Importing A Report Into Facility CMIS

Before starting the import procedure ensure that you have sufficient access rights to enable you to carry out the report import process.

Click on **Reports** on the top menu bar.

Click on **Reports** from the drop-down menu.

In the window that opens double click on the yellow folder called **Pupil Lists** (or Student Lists in some schools).

Click on the **Advanced** button.

Click on **Import**.

When asked if you want to import into the current folder select **Yes**.

Navigate to the folder where the report file PTP_Data.rp is located (C:\Admin).

Highlight the file name and click on **Open**.

The new report for eProfile Import will initially appear at the end of the list.

Appendix 3 Printing the User Manual

You will need to have Adobe Acrobat Reader installed on the computer before you can access the PTP Manual. The latest version of Adobe Acrobat Reader is version 8. If you do not have Adobe Acrobat Reader installed you can download it using the internet from http://www.adobe.com/products/acrobat/readstep2.html and then install from the downloaded program file.

To print the manual that comes with the PTP software **click** on
Start > Programs > Foundation Stage Profile > Progress Version 2 > Progress User Guide

When the guide opens you can click print.

Contacts

For technical installation queries and assistance

Please contact the Link2ICT Servicedesk:

Telephone: 0121 303 5100
Fax: 0121 303 3552

For assistance on using PTP

Please contact the Assessment Unit:

Telephone: 0121 303 8837